fulham pier

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Function:	Sodexo Live!
Job:	Hospitality & Retail
Position:	Deputy Cellar Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Cellar Manager
Additional reporting line to:	
Position location:	Fulham Pier

1. Purpose of the Job – State concisely the aim of the job.

- Assist the Cellar Manager in managing all aspects of cellar operations, ensuring efficient storage, stock management, and maintenance of beverages, including wines, beers, and spirits, across Fulham Pier's bars and restaurants.
- The Deputy Cellar Manager supports the Cellar Manager in ensuring bar outlets are stocked, equipment is maintained, and quality control is upheld, while stepping in during their absence to maintain smooth operations.

2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY17:	n/a	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	n/a						
		Net income growth:	n/a			Outsourcing growth rate:	n/a	HR in Region	Aga Jones
		Cash conversion:	tbc						

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.
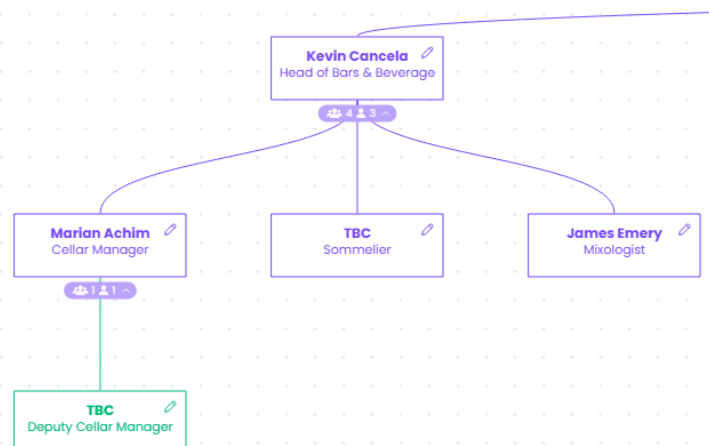
4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- The Deputy Cellar Manager plays a key role in ensuring the smooth running of Fulham Pier's multiple bars and restaurants.
- Managing stock levels, maintaining equipment such as beer lines and pumps, and ensuring the timely rotation of stock are all essential to prevent loss and waste.
- The position requires a proactive approach to ensure the highest quality of beverages is consistently delivered, and compliance with licensing and health and safety regulations is maintained.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Support the Cellar Manager in the storage, handling, and distribution of beverages across venues.
- Conduct regular checks on stock levels and assist in ensuring proper rotation to prevent wastage.
- Assist in the maintenance and servicing of cellar and bar equipment, including beer pumps and gas systems.
- Conduct stock takes, maintain records, and liaise with suppliers as needed.
- Ensure compliance with licensing, health, and safety standards, assisting in the safe handling of stock and cellar hygiene.
- Provide training support to bar staff on cellar and stock management procedures.
- Monitor beverage quality, including tasting beer and wine as needed.
- Collaborate with bar teams to facilitate efficient service during peak times and events.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

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- Ensure proper support is provided to keep all bars fully stocked.
- Maintain cleanliness and basic functionality of equipment under the direction of the Cellar Manager.
- Contribute to waste reduction by assisting with efficient stock management.
- Actively promote adherence to health and safety guidelines.
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7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Experience: Relevant experience in cellar or beverage management, ideally in a bar or event setting.
- Skills: Excellent organisational ability, attention to detail, and teamwork. Problem-solving skills and adaptability under pressure.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Personal Licence Holder (or willingness to obtain) to comply with licensing laws.
- Knowledge of Health and Safety Standards relevant to cellar and beverage storage, including manual handling procedures.
- Experience with stock management systems and supplier coordination.
- Strong communication skills and the ability to work closely with the bar and F&B teams to ensure smooth operations.

9. Management Approval – To be completed by document owner

Version	1	Date	06/09/2024
Document Owner	Ash Hewlett		